



Maricopa County Assessor
Keith E. Russell, MAI

E-FILING BUSINESS PERSONAL PROPERTY

The Maricopa County Assessor's Office has established a system for E-Filing your Arizona Business Property Statements. Your Account/Roll Number(s) will be converted to the E-Filing system by annually submitting an electronic return, no later than April 1st, with the following required information:

- Multiple Number (assigned to your company by Maricopa County)*
- Site Number or Location Code*
- Location Street Address
- Location City
- Maricopa County Personal Property Account/Roll Number
- Asset Identification Number (unique to each individual asset, not asset group number)
- Asset Description
- Asset Category/Type
- Asset Acquisition Year (year in four digit format, month and day not required)
- Asset Acquisition Cost (only positive costs, no negative figures)

The file should be submitted in Microsoft Excel format, or any compatible spreadsheet file format. The file should be emailed to: **persprop-efile@mail.maricopa.gov**
Once your Business Personal Property Account(s) are established in the E-Filing system, you will no longer receive the individual statements, unless requested. One cover statement will be mailed for your signature, and serve as notice of the deadline to file your return.

Leasing Companies should continue to submit the standard asset and lessee information in the Microsoft Excel format. These Leasing spreadsheets should be submitted through the email address presented on the Leasing Cover Statement.

Should you have any questions or concerns, please call (602) 506-3386, or e-mail: persprop-efile@mail.maricopa.gov.

* Note: Applies to Taxpayers with multiple business locations. Taxpayers with only one location should leave these fields blank.